

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 3/16/05

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval of Purchase Service Order with URS to provide a Finance Plan for the new Terminal Project at the Key West International Airport.

ITEM BACKGROUND: The Florida Department of Transportation will provide 50% funding for the Plan of Finance, with an existing grant for Planning Studies.

PREVIOUS RELEVANT BOCC ACTION: Approval to proceed with the Terminal Project, July 14, 2004.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$33,000.00

BUDGETED: Yes

COST TO AIRPORT: \$16,500.00

SOURCE OF FUNDS: FDOT, Airport Operating

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing n/a

Risk Management n/a

AIRPORT DIRECTOR APPROVAL _____



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

/bev
APB

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: 2/15/05

Expiration Date: 2/14/06

Contract Purpose/Description: Plan of Finance for Terminal Project at the Key West International Airport

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/ Stop)

for BOCC meeting on: 3/16/05

Agenda Deadline: 3/1/05

CONTRACT COSTS

Total Dollar Value of Contract: NTE - 33,000.00

Current Year Portion: ~15,000.00

Budgeted? Yes

Account Codes: 404-63053-530490-GAKD50

Grant: FDOT

County Match: Airport Operating

ADDITIONAL COSTS

Estimated Ongoing Costs: None
(not included in dollar value above)

For: .

(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>2/28/05</u>	() (X)	<u>Peter Horton</u> Peter Horton	<u>2/28/05</u>
Risk Management	<u> </u> / <u> </u> / <u> </u>	() ()	<u>NA per OMB</u> for Risk Management	<u> </u> / <u> </u> / <u> </u>
O.M.B./Purchasing	<u> </u> / <u> </u> / <u> </u>	() ()	<u>NA per OMB</u> for OMB	<u> </u> / <u> </u> / <u> </u>
County Attorney	<u> </u> / <u> </u> / <u> </u>	() ()	<u>Pedro Mercado</u> County Attorney	<u>2/25/05</u>

Comments: _____

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS Purchase Service Order No. 04/05-11Re: PSA Agreement, Dated 1-1-02 Resolution No. _____Project Name: Key West International - Terminal Cost and Funding

Description of Services:

(See attached Scope of Services)

Multiple of Direct Salaries _____

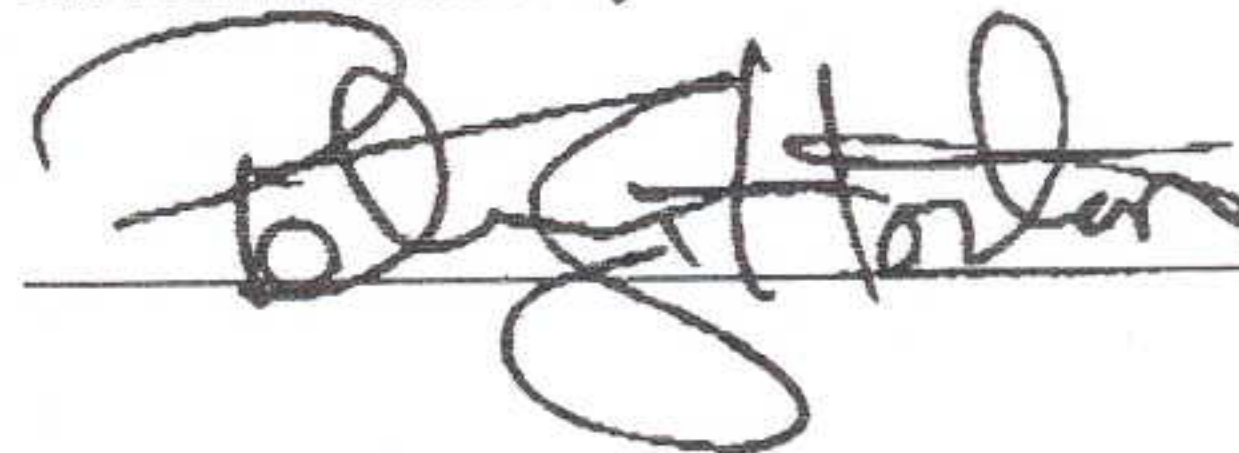
Lump Sum (NTE) X Reimbursable Expense \$ 33,000.00Days to Complete 2-15-05 to 2-14-06 Fee this Service Order _____

Payment for Services shall be in their entirety as per PSO.

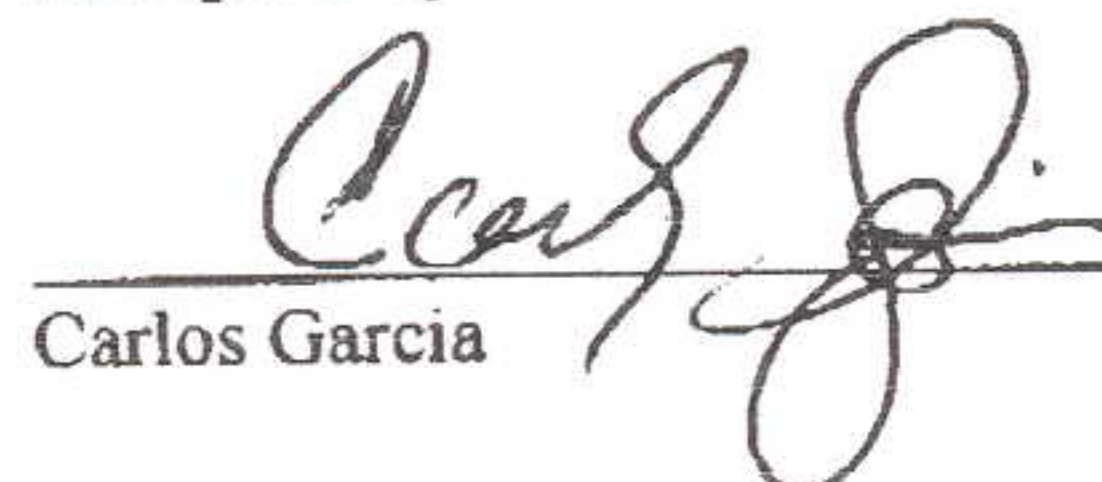
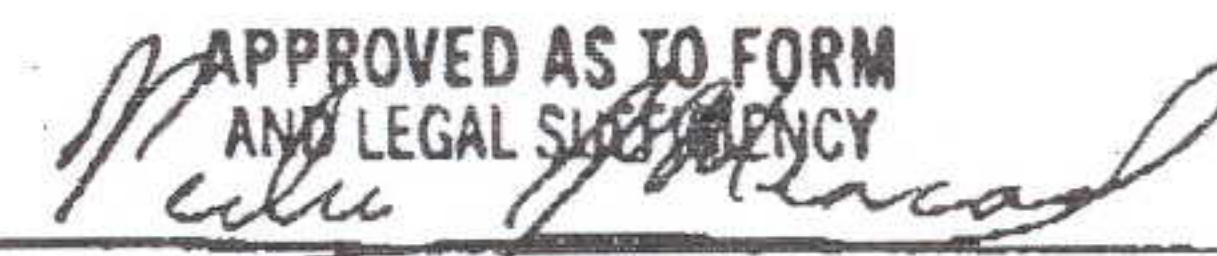
Prepared by:


Milford A. ReisertDate: 2-16-05

Recommended by:

Date: 2-18-05

Accepted by:


Carlos GarciaDate: 2/16/2005APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
Approved by: DATE 2/23/05
ATTORNEY'S OFFICE

Date: _____

**MONROE COUNTY
KEY WEST INTERNATIONAL AIRPORT
DEVELOPMENT OF 2005 TERMINAL PROJECT
PLAN OF FINANCE
SCOPE OF SERVICES**

TASK I. ANALYZE PROJECT COST ESTIMATES AND FUNDING ASSUMPTIONS

This task will include the following:

- I The review of the Terminal Concept Study dated September 2004 which identifies the preferred concept details of the proposed terminal area and roadway development program. Key focus will be placed on project costs, project phasing and AIP/PFC/FDO eligibility assumptions. Critical review of existing and proposed PFC Application requirements to identify amendment strategies to ensure maximum PFC funding for the proposed terminal development program.
- I One on-site, one person, overnight meeting with Airport Staff and URS to obtain and discuss project cost, funding and PFC details concerning the 2005 Terminal Project is included.

TASK II. DEVELOP DETAILED PLAN OF FINANCE

- I Based on the information and direction received under Task I, Newton & Associates, Inc. will develop of a detailed Plan of Finance comprising a project cost and funding analysis, a local share determination, an estimated revenue bond sources and uses and bond debt service analysis, and a project bond principal retirement schedule. The Plan of Finance will be prepared in both Lotus and Excel spreadsheet software formats and will be suitable for inclusion with the new PFC Application to be developed in connection with the 2005 Terminal Project under separate scope of services.
- I One on-site, one person, overnight meeting with Airport Staff and URS to present and discuss details of the preliminary Plan of Finance for the 2005 Terminal Project is included.

**MONROE COUNTY
KEY WEST INTERNATIONAL AIRPORT
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TASK III. PREPARE NARRATIVE ON DETAILED PLAN OF FINANCE

- I This task will include the preparation of a narrative of the Plan of Finance developed under Task II. The narrative will include discussions on project descriptions, project costs, AIP, PFC, FDOT and County funding assumptions and the remaining local share requirement. The revenue bond sources and uses and debt service analysis assumptions will be described as well as the estimated bond principal retirement schedule. One draft narrative will be delivered to the Client for review and comment and then a final narrative will be prepared and presented to client.
- I One on-site, one person, overnight meeting to make presentation of the Plan of Finance to the Board of County Commissioners is included.

¹ The amount of this Financial Plan should be PFC eligible and become an element in the New PFC Application for reimbursement.